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HUMAN RESOURCES OFFICE MARYLAND NATIONAL GUARD



FULL-TIME SUPPORT TELEWORK PROGRAM

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MARYLAND NATIONAL GUARD FULL-TIME SUPPORT TELEWORK POLICY

A. PURPOSE

This Policy implements the requirements of Public Law No. 106-346, Section 359 which requires each Executive Agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance.

In implementing P.L. No. 106-346, this Policy is designed to actively promote telework as a legitimate flexibility for managers and their employees throughout the Maryland National Guard (MDNG), and to:

- a. improve the recruitment and retention of high-quality employees through enhancements to employees' quality of life;
- b. increase employee satisfaction and productivity;
- c. reduce absenteeism;
- d. enhance the efforts to accommodate people with disabilities, including employees who have temporary health problems, or who might otherwise have to retire on disability;
- e. reduce traffic congestion and decrease energy consumption and pollution emissions;
- f. reduce office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy; and
- g. complement Continuity of Operations Plans.

B. SCOPE

This Policy applies to military technicians, AGR, and non-dual status technicians employed by the Maryland National Guard.

C. DEFINITIONS

Alternative worksite means a place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers. There must be connectivity to the primary office site and the setting must be conducive to accomplishing work requirements.

Agency Telework Coordinator reports directly to the Deputy Human Resources Officer and assesses the agency's overall telework program.

Designated Approving Authority (DAA) is a Director, Group Commander, or higher position in the supervisory reporting chain.

Regular telework means an approved, fixed work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Situational telework means approved telework performed on an occasional, one-time, or irregular basis. Telework of less than one day per pay period is considered situational. The opportunity to use this type of telework may be the result of a medical condition, reasonable accommodation, or the need to be focused on a special project. Other situations may develop that make it beneficial for the employee and supervisor to agree on a situational telework opportunity such as a national emergency or Continuity of Operations Program Plan.

Telecenter is one type of alternative work center. A telecenter should provide a business like work setting that allows the employee to work closer to home. Some employees may prefer to work in a telecenter rather than at home because they find the professional atmosphere is more conducive to effective job performance, or because their home is not suitable for setting up an office. A telecenter may be a MDNG Distance Learning Site or the MDANG Computer Learning Center.

Telework refers to any pre-approved arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular, or on a situational basis (not including while on official travel).

Telework agreement means a written agreement, completed and signed by an employee and appropriate official(s) in his or her supervisory chain, that outlines the terms and conditions of the telework.

Traditional worksite refers to the location where an employee would work absent a telework arrangement.

Work-at-home telework means a pre-approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

D. POLICY STATEMENT

It is MDNG policy that:

- a. the **maximum number of positions** be identified as eligible for regular telework;
- b. the **maximum number of employees** who exhibit characteristics suitable for telework, and who occupy positions identified as eligible for teleworking, be permitted to telework subject to mission accomplishment considerations;
- c. an employee who teleworks on a regular basis must sign a **MDNG Telework Agreement** prior to commencement of teleworking;
- d. a telework arrangement **is not a right** and may be terminated at will by either the employee or the supervisor;
- e. participation in the program will be terminated if an **employee's performance** does not meet the prescribed standard or if the teleworking arrangement fails to meet organizational needs;
- f. employees may be approved both to telework and to work an **alternative work schedule**;
- g. supervisors may approve "**situational telework**", as defined in this Policy;
- h. telework is appropriate for supervisory-approved web-based **distance and continuous learning**;
- i. telework may not be used to replace appropriate arrangements for **dependent care**;
- j. consistent with **DoD security** and information technology policies:
 - i. **no classified documents** (hard copy or electronic) may be taken by teleworkers to alternative worksites;
 - ii. Government-furnished computer equipment, software, and communications, with **appropriate security measures**, are required for any regular telework

- arrangement that involves sensitive unclassified data, including Privacy Act data, or For Official Use Only (FOUO) data;
- iii. where employees telework on a situational basis, **personal computers** can be used to work on limited amounts of sensitive material, (unclassified and below), on the basis that the teleworker must delete the files as soon as they are no longer required, and verify in writing that he or she has deleted all files containing Agency information from personally owned computer hard drives;
 - iv. employees who telework may be approved by the Designated Approving Authority (DAA) to use their personal computers and equipment for work on non-sensitive, unclassified data consistent with DoD policy. Personal computers may not directly access Agency systems or networks remotely. However, Outlook Web Access for agency email, and web enabled services such as publicly available forms, libraries and services are authorized. The employee is responsible for the installation, repair and maintenance of all personal equipment;
 - v. providing and/or installing **Government-furnished equipment** at alternative worksites is a matter for determination by the DAA. If the DAA determines that the issuance of Government-furnished equipment is appropriate, the Agency will be responsible for the service and maintenance of Government-owned equipment. Remote access software may be installed onto Government-furnished computers to enable access to agency systems and networks;
 - vi. Government-furnished equipment must only be used for **authorized purposes**, and family members and friends of teleworkers are not authorized to use any Government-furnished equipment. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the agency's request;
 - vii. teleworkers are responsible for the **security** of all official information, protection of any Government-furnished equipment and property, and carrying out the mission of the Agency at the alternative work site;
- k. where it is determined by the DAA that Government equipment will be provided to the teleworker, **excess property** should be the first source of supply before considering the purchase of new equipment;
- l. MDNG assumes **no responsibility for any operating costs** associated with an employee using his or her personal equipment, and residence as an alternative worksite. This includes home maintenance, insurance, internet connectivity, home or cell phone charges and utilities;

- m. an employee who is approved for work-at-home telework must sign a **self-certification safety checklist** prior to commencement of teleworking;
- n. **time spent in a teleworking status** must be accounted for and reported in the manner specified in the MD National Guard Telework Guide;
- o. an employee who is approved for telework is required to satisfactorily complete all **assigned work**, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance standards;
- p. **compensatory time** provisions that apply to employees working at a traditional worksite apply to employees who telework. Employees may work compensatory only when ordered and approved in advance by the supervisor. Instances in which employees perform compensatory work without prior supervisory approval may be cause for administrative action;
- q. **management reserves the right** to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements;
- r. the Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act;
- s. the employee is covered by either the Federal Employees Compensation Act (FECA), or normal line-of-duty injury reporting procedures, when injured or suffering from work-related illnesses while conducting official Government business;
- t. employees who telework continue to be bound by the **Department of Defense and agency standards of conduct** while working at the alternative worksite and using Government-furnished equipment; and

- u. telework may be permitted as a **reasonable accommodation** for an employee with a disability.

E. DETERMINING ELIGIBILITY

Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees being at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. Positions shall not be excluded as eligible on the basis of occupation, series, grade or supervisory status.

Tasks and functions generally suited for telework include, but are not limited to:

- a. critical thinking and writing;
- b. policy development;
- c. research;
- d. analysis (e.g. investigating, program analysis, policy analysis, financial analysis);
- e. report writing;
- f. telephone-intensive tasks;
- g. computer-oriented tasks (e.g. programming, data entry, word processing, web page design); and
- h. data processing.

Positions not generally eligible for telework are those positions involving tasks that are not suitable to be performed away from the traditional worksite, including tasks that:

- a. require the employee to have daily face-to-face contact with the supervisor, colleagues, clients, customers or the general public in order to perform his or her job effectively, which cannot otherwise be achieved via email, telephone, fax or similar electronic means;

- b. require daily access to classified information; or
- c. are part of trainee or entry level positions.

An employee suitable for telework is an employee whose demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, as a minimum:

- a. demonstrated dependability and the ability to handle responsibility;
- b. a proven record of high personal motivation;
- c. doesn't need or thrive on interaction with co-workers;
- d. is conscientious;
- e. fully trained;
- f. trustworthy;
- g. requires minimal supervision;
- h. highly disciplined;
- i. meets deadlines and suspenses;
- j. the ability to prioritize work effectively and utilize good time management skills;
- k. a proven or expected minimum performance rating of "fully successful", or equivalent; and
- l. is committed to the success of the telework agreement.

A supervisor suitable for supervising teleworkers is an supervisor whose demonstrated supervisory skills are well-suited to telework, as determined by the manager, including, as a minimum:

- a. is comfortable with evaluating work performance by measuring results and assessing work products instead of relying upon direct observation;
- b. monitors the employee's work products on a regular basis and provides feedback and direction as needed;
- c. is an effective communicator and can clearly define tasks and expectations;
and
- d. takes appropriate action when the telecommuting agreement is violated in order to maintain the integrity and effectiveness of the telecommuting program.

Trial period employees are not eligible for telework because trial periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance and conduct.

F. RESPONSIBILITIES

The Human Resources Officer shall:

- a. oversee the MDNG Telework Program; and
- b. reserve overall approval authority for any action initiated under the telework program.

The Deputy Human Resources Officer will serve as the focal point of the MDNG Telework Program, and shall:

- a. administer a telework program in accordance with public law, this policy and any other relevant Agency regulations;
- b. develop Agency policy on teleworking;
- c. oversee and coordinate Agency implementation and administration of the Telework Program;
- d. designate an Agency Telework Coordinator to administer and oversee implementation of the telework program;

- e. coordinate information on Agency telework initiatives;
- f. advise on the feasibility of telework arrangements; and
- g. prepare consolidated reports on participation rates in the Agency's Telework Program, and other data, on an annual and as required basis.

The Agency Telework Coordinator shall:

- a. assess the Agency's overall telework program: and
- b. provide statistical information to the Deputy Human Resources Officer.

The Designated Approving Authority (DAA) shall:

- a. review and approve telework plans and forward to the Agency Telework Coordinator;
- b. ensure supervisors are properly trained and capable to manage the telework program; and
- c. determine suitability of positions and employees for telework

The Human Resources Development Specialist shall:

- a. develop and implement a mandatory supervisor training program for managing teleworkers; and
- b. track supervisory participation.

The MDARNG Occupational Health Nurse/MDANG Occupational Health and Safety Manager shall:

- a. provide written guidelines on how to avoid alternative worksite injuries; and
- b. conduct any necessary inspections of approved alternate worksites.

Supervisors shall:

- a. enforce the Agency's telework policy
- b. review positions and employees for suitability to telework;

- c. routinely review and enforce safety standards with teleworkers;
- d. measure and report the individual success of each telework arrangement: and
- e. attend any required training before initiating any telework agreements.

Teleworkers shall:

- a. develop their telework plan and submit for approval;
- b. execute all necessary agreements to telework;
- c. comply with all agreements and agency policy; and
- d. keep their supervisor advised of their status.

It is expected that there could be changes and supplements to the specific content of this new policy. As the implementation of these changes affect existing agreements, bear in mind that telework is not a right and management has the prerogative to amend and/or cancel any agreement at any time in the interest of mission, effectiveness, and efficiency. The intent will continue to be the accomplishment of these objectives through the support of a telework program that is right for the Maryland National Guard and its technician and AGR members.

FOR THE ADJUTANT GENERAL:



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DISTRIBUTION:

All Full-Time Support Managers/Supervisors
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MARYLAND NATIONAL GUARD FULL-TIME SUPPORT TELEWORK GUIDE

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Chapter 1

GENERAL INFORMATION

1.1 Background

This Telework Guide is designed to provide guidance to managers and employees in implementing the Maryland National Guard (MDNG) Telework Program, pursuant to Public Law No. 106-346, Section 359, and the Maryland National Guard Telework Policy.

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and pursuant to specific agency policies and regulations. In the early 1990s, following a successful home-based flexiplace pilot program by the Office of Personnel Management (OPM) and the General Services Administration (GSA), agencies were given the authority to permit employees to work at locations other than the traditional worksite.

Congress subsequently initiated an interagency Telecommuting Center Pilot Project in 1993, with a \$5 million appropriation to GSA to acquire and equip four pilot telecommuting centers (telework centers) in the Washington Metropolitan area. Since then, additional centers have been added in the Washington, D.C., area, and in other areas around the country.

DoD, from 1996-1998, conducted a telecommuting pilot project to encourage all DoD Components to test the feasibility of using the GSA telework centers. The interest in alternative or flexible workplace arrangements has increased as a result of a greater demand by employees for a better balance of their work and family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunications capabilities.

This Telework Guide provides advice to managers, supervisors and employees on the Telework Program and should be read in conjunction with the Maryland National Guard Telework Policy. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation that may occur in a telework arrangement.

1.2 Nature of the Program

To work effectively, the MDNG Telework Program relies on the integrity and work ethic of participating employees and the active oversight of supervisors. It is incumbent upon the supervisor to closely monitor the work products of the employee, and upon the employee to exhibit honesty and trustworthiness in complying with the telework agreement. The supervisor must ensure that the employee is producing quality products and the employee must exert the same level of effort he or she does at the normal worksite. The program requires this mutual commitment to accomplishing the mission of the organization and to uphold the telework agreement. There may be periods of time (Annual Training, Year End Closeout, Inspections, Contingency and Emergency Operations) when teleworking would be detrimental to the effectiveness of a particular office, unit or organization depending on current mission and

operational requirements. It is vital that there is continuous communication between teleworkers, supervisors, Designated Approving Authorities and Commanders, to ensure that the right people are present and ready for duty to meet the mission requirements of the Maryland National Guard. Needless to say, telework is not appropriate in all situations or for all employees. The program is a privilege extended to expand work options for employees for whom this type of arrangement is appropriate. Telework operates on trust and integrity and offers a creative way to accomplish the work of the agency.

The keys to successful telework lie in the functions and tasks which the employee will be performing at the remote worksite, in the caliber and commitment of the employee, and in the oversight and monitoring of the supervisor.

1.3 Beneficial Aspects of Telework

Telework is designed to be beneficial for employees, supervisors, managers, and the community. Some of the benefits that may result from telework include:

- a. reduced commuting time and decreased traffic congestion, air pollution, energy consumption and costs associated with transportation, parking and road maintenance;
- b. improved employee morale due to a decrease in commuting-related stress and greater flexibility in balancing work and family demands;
- c. increased productivity fostered by a quieter work environment removed from the distractions and interruptions of the normal work setting; and
- d. possible continued work production when commuting is hindered or when the primary worksite is closed due to foul weather, natural disasters, or building-related problems.

Chapter 2

IMPLEMENTATION OF THE MDNG TELEWORK PROGRAM

2.1 Basic Principles for Teleworking in the MDNG

The following basic principles govern the operation of the telework program within the MDNG:

- a. telework is a management option rather than an employee entitlement. Supervisors are responsible for reviewing positions to determine if a position is appropriate for telework and if an employee is well-suited for working independently away from the normal worksite;
- b. supervisors have the authority to approve or deny each employee's participation in the telework program;
- c. telework is an individual supervisor-approved work option so employees have no automatic right to continue in the program in the event of a change of supervisor or position;

- d. participation in the telework program is voluntary and employees will not be required to participate;
- e. telework for bargaining unit employees may be implemented only after appropriate labor relations obligations have been fulfilled;
- f. a written telework agreement is required for all participants;
- g. when the telework agreement has been violated, supervisors may suspend telework privileges and, depending on the severity of the infringement, may propose disciplinary action;
- h. teleworkers may not care for children or other dependents or perform household chores or other personal activities while in a telework status. Working at home is not a substitute for child care, elder care, or personal leave; and
- i. an employee's off-site work must not adversely affect the organization's mission and functions. If, at any time, it is determined that an employee's participation in the telework program is having an adverse impact on work operations or mission accomplishment, the supervisor shall terminate or modify the employee's participation immediately.

2.2 Types of Telework

The MDNG offers two types of telework arrangements, "regular" and "situational", based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by-case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide managers, supervisors, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation.

Regular Telework

Regular telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Reasons for regular and recurring telework arrangements include the recruitment and retention of high-quality employees; improved employee morale and a better balance of work and personal lives; reductions in commuting related stress and costs; improvements in access or as a reasonable accommodation for disabled employees; reductions in office space and associated costs; the need for convalescence from a short-term injury or illness, periods when the work office is not usable (e.g., during office renovation), or assignment to a special project. (Note: As indicated in the basic policy, telework is not a substitute for dependent care and is not to be used to replace care arrangements.)

All eligible employees who telework on a regular basis will be required to sign a MDNG

Telework Agreement. Teleworkers who work at home must also sign a MDNG Self-certification Safety Checklist.

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Conversely, requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

Situational Telework

Situational telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. Telework of less than one regularly scheduled workday per pay period is considered situational.

This provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event. Situational telework may also cover short-term assignments, for example, for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are excellent examples of situational telework.

For situational telework, supervisors and managers will require a formal MDNG Telework Agreement and Self-certification Safety Checklist if the employee is teleworking from home, to be completed prior to the employee commencing telework. Approval for situational telework, including signing of a MDNG Telework Agreement for situational telework, does not confer eligibility for regular and recurring telework.

The manager will establish and retain a record of the number of employees who undertake approved situational telework and the incidence of such telework.

2.3 Alternative Worksites

Work-at-Home

Work-at-home telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

Advantages of teleworking from home include:

- savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family, and a healthier lifestyle;
- savings in commuting costs;
- convenience;

- familiar environment; and
- enabling work at peak productivity times.

The opportunity to participate in a work-at-home arrangement is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g. dependent care arrangements are maintained and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum).

The employee and his/her family should understand that the home worksite is just that, a space approved for the employee to work. Telework is not a substitute for dependent care.

Before commencing teleworking, work-at-home teleworkers must complete and sign a MDNG Self-certification Safety Checklist that proclaims their home safe for an official home worksite. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

Work-at-home telework arrangements may increase an employee's home utility costs. The Maryland National Guard assumes no responsibility for any operating costs associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water, cell phone charges). Furthermore, employees on a work-at-home telework arrangement who are approved to use their own equipment are responsible for the repair and maintenance of that equipment.

The preferred method to conduct telephonic business while teleworking will be through Agency remote access systems. Charges for long distance telephone calls will only be reimbursed in the rare instance that remote access is unavailable. Under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges. Teleworkers may be provided with agency-appropriated calling cards if duties require making long distance calls on a regular basis.

Maintenance of any Government-furnished equipment may require the work-at-home teleworker to transport Government-furnished equipment to the traditional worksite for repairs.

Other Approved Worksites

Other approved worksites include any other worksite funded or maintained by the Maryland National Guard from which the employee is approved to telework. These include facilities established by state, local or county governments or private sector organizations for use by teleworkers (which has been approved for use by MDNG employees), National Guard Bureau Distance Learning Centers, and the Warfield Air National Guard Computer Learning Center. If a teleworker is approved to utilize these facilities by their supervisor, appropriate arrangements must be coordinated with the full time staff of those facilities for security and availability purposes.

2.4 Telework Agreement

Prior to the commencement of telework arrangements, supervisors and employees must complete and sign a MDNG Telework Agreement that outlines the terms and conditions of the arrangement.

The MDNG Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security, and equipment issues. It also records the anticipated reduction in commuting miles for the teleworker.

The employee or supervisor may terminate the telework agreement by giving advance written notice. If, at any time, it is determined that an arrangement is having an adverse impact on work operations, performance or mission accomplishment, the supervisor will provide notice to the employee that the arrangement will be terminated. The transition back to the traditional worksite will occur no later than 2 weeks following notification.

2.5 Employee Grievances

If an employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the agency administrative or negotiated grievance procedure, as appropriate.

2.6 Certification and Control of Time and Attendance

The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Technician timekeepers will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code into the automated time and attendance system. Codes are dependant on the type of telework performed and are as follows: "TW" for regular telework, "TS" for situational telework, and "TM" for telework performed while recuperating from an injury, illness or medical procedure. For instance, if an employee has a regular daily tour of duty of 10 hours and spends 10 hours in a regular telework status, 10 hours is recorded using the "TW" code. The appropriate telework code is entered on the Army Guard employee's Time and Attendance excel spreadsheet. Air Guard employees will have their "type hour" code entered as appropriate (RG for GS, RF for WG/WS) on the employee Time Sheet, and the appropriate telework code entered under the E/H OTH block. Hours spent in a telework status that are outside of the regular daily tour must also be accounted for and reported. Employees in a telework status must adhere to their approved work schedules. Compensatory time must be ordered and approved in advance by the supervisor.

Supervisors can verify an employee's time spent working at an alternative worksite by any of the following methods: Determining the reasonableness of the work output for the time spent, by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite, or by exchange of email if so equipped. The technique for determining reasonableness

of work output for the time spent is consistent with managing by results (refer to the section below on performance management).

2.7 Performance Management

An employee must have a proven performance rating of "fully successful" or equivalent, to be eligible for participation, and for ongoing participation, in the Telework program.

Teleworkers' performance should be monitored in the same manner as all employees' at the traditional worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation. This will include frequent reviews of work products to assure that an acceptable level of output results during the time spent teleworking.

Teleworkers are required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

2.8 Work Schedules

The existing rules on hours of duty apply to teleworking employees. Management determines the employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the alternative worksite, consistent with the requirements of the work group and provisions of existing regulations, Government-wide policy and applicable bargaining agreements. The assigned telework hours can parallel those in the traditional worksite or be specific to the alternative worksite. Employees who work an alternative work schedule, that is, a flexible work schedule or a compressed work schedule, may also telework.

Teleworking employees will spend part of the workweek at the traditional worksite to improve communication, minimize isolation, and use facilities not available off-site. Managers are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

Employees may request to participate in short-term telework arrangements for the purposes of recuperating from surgery or injury, complications associated with pregnancy, etc. Requests for this type of arrangement must be carefully considered by managers to determine if the employee is capable of performing duties away from the traditional worksite during this period. This type of telework arrangement is not an appropriate substitution for taking sick or other approved leave as necessary.

2.9 Child/Family Member Care and Personal Business when Teleworking from Home

Employees who telework from their home site are required to spend their time performing their official duties, just as they would if they were in the normal work setting. Employees may not provide child care or care for family members who require assistance or monitoring while in a duty status.

Employees who are approved for telework have a responsibility to ensure that a proper work environment is maintained (e.g., dependent care arrangements are made so as to not interfere with work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.). The employee and his or her family must understand that the home office is a space set aside for the employee to work. Family responsibilities must not interfere with work time at home. An employee's failure to fulfill his or her responsibility to separate work from personal matters will be grounds for termination of participation in the telework program.

2.10 Official Duty Station

A teleworker's official duty station for such purposes as special salary rates, locality pay adjustments, and travel, is established at agency discretion. Although the Office of Personnel Management has not issued regulations or formal guidance on determining official duty stations for employees in telework situations, OPM's "Guide to Processing Personnel Actions" (GPPA) provides guidance on documenting duty station changes.

Chapter 23 of the GPPA defines "duty station" as the "city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's worksite." The guide states, "The location of an employee's worksite is the location of the employee's desk or the place where the employee normally performs his or her duties." Components should make duty station determinations under telework arrangements within the framework of these GPPA citations. For AGR employees, the BAH rate will be that of the assigned duty station.

2.11 Telework and Travel

The travel provisions that apply to employees working at a traditional worksite also apply to employees who telework. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occasional overtime work, are entitled to at least 2 hours of compensatory time off (5 CFR 550.112(h)).

Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

2.12 Emergency Dismissal or Closing

Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) are prescribed by our agency in the Maryland Military Department Regulation 5-8. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but also in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption of public transportation.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may offer the teleworker the option to take leave or use compensatory time off, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty.

If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

2.13 Training

Supervisors and employees participating in the MDNG Telework Program are encouraged to undertake training in telework, as experience shows that the most successful telework arrangements include initial training for both supervisors and employees. The HRO will offer telework specific training during their Technician Personnel Management Course, and consider other training upon request.

All teleworkers using automation from home will complete Information Assurance training with their respective services before engaging in telework. Annual refresher training will be required during the term of the telework agreement. Failure to annually certify will result in the immediate termination of the telework agreement. Please contact either the MDARNG DOIM or MDANG 175th Communications Squadron for specific details.

2.14 Tax Information

Generally, employees who telework from home cannot claim additional tax deductions as a result of using an area of their home for work. Employees should consult their tax advisor or the Internal Revenue Service for information on tax laws and interpretations that address their specific circumstances.

Chapter 3

EQUIPMENT

The Designated Approving Authorities (DAAs) may determine the range of equipment required by a teleworker, the source of this equipment and responsibility for its installation, service, and maintenance subject to the following:

- a. providing and/or installing Government-furnished equipment, including separate phone lines, at alternative worksites is solely at the discretion of the DAA. Laptops and docking stations are useful options for teleworkers;

- b. supervisors should ensure that Government-furnished equipment assigned to teleworkers is properly accounted for;
- c. the employee continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment;
- d. the agency is responsible for the service and maintenance of all Government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance;
- e. the employee must protect all Government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee will be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence;
- f. if the DAA decides to approve Government-furnished equipment and does not have enough office equipment to support its teleworkers due to shortages, the requirement can often be satisfied through excess property (Refer to Part 101-43.001-6 of the Federal Procurement Management Regulation (FPMR) regarding "Utilization of Personal Property". The Property manager for the agency will be consulted and involved in any decisions concerning excess equipment availability. Excess property should be the first source of supply before considering purchasing equipment;
- g. office supplies, such as paper, toner, printer ink etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace if they are utilizing Government-furnished equipment; and
- h. employees who use telework centers will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, copier). Telework centers are responsible for the installation and maintenance of telework center equipment. Employees are prohibited from using telework center equipment for personal use.

Chapter 4

SECURITY ISSUES

All files, records, papers, or machine-readable materials created while teleworking are the property of DoD. Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Teleworkers shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. **Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional worksite and they may be taken only on temporary basis and not permanently stored out of the traditional worksite.** Teleworkers who will be working on Privacy Act materials will receive the appropriate Privacy Act training.

The Agency will provide anti-virus and firewall software as necessary to teleworkers for their personal computers. All information system security tools must be used during the course of telework. Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property, and accomplishment of the mission of DoD at the alternative worksite.

Chapter 5

WORKERS' COMPENSATION, LINE OF DUTY INJURY AND OTHER LIABILITIES

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA) or military line of duty injury procedures, regardless of whether the work is performed on the agency's premises or at an alternative worksite. The employee must notify the supervisor immediately of any accident or injury at the alternative worksite and provide them with sufficient details of the situation. The supervisor will follow normal worker's compensation or line of duty reporting procedures for any accident or injury just as if it occurred at the traditional worksite.

For work at home arrangements, the employee is required to designate one area in the home as the official work station. The Government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved MDNG Telework Agreement for work-at-home telework must sign a MDNG Self-certification Safety Checklist that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern Federal employee workplace safety.

Maryland National Guard

Determining Telework Position and Employee Suitability

Position Suitability

Initially, a particular position may not appear to be compatible with a telework arrangement; however, if the position is broken down into individual tasks, you may be able to identify tasks that could be accomplished in a telework setting. Work suitability depends on job content, rather than job title, type of appointment, or work schedule.

Telework is feasible for (1) work that requires critical thinking and writing, such as data analysis, research, policy development, reviewing grants or cases, and writing regulations, decisions, or reports; (2) telephone-intensive tasks, such as setting up a conference, obtaining information, and contacting customers; and (3) computer-oriented tasks, such as programming, data entry and processing, and word processing. Positions included in a Government-wide project on telework conducted in 1990 included writer/editor, scientist, investigator, psychologist, environmental engineer, budget analyst, tax examiner, and computer scientist.

Some work may not be suitable for teleworking. This is the case for jobs that require the employee's physical presence on the job. Also, the use of regular telework for supervisors and managers should be considered with great care. The physical presence of supervisors to direct, plan, organize, and prioritize at the worksite is an important element of their job. It is also true for jobs in which the employees need to have extensive face-to-face contact with their supervisor, other employees, clients, or the public. Positions that require access to material that cannot be moved from the regular office may not be suitable for telework. Additionally, there may be security issues that prevent the work from being accomplished at an alternative worksite. Trainee and entry level positions, especially those employees still serving a trial period, may not be suitable for telework.

Your challenge as a supervisor is to consider each position thoroughly and determine whether there is any potential to create a telework opportunity. The telework frequently might be for one day a week, or one day every two weeks. What is critical is that any position is not automatically ruled out as telework-suitable.

Employee Suitability and Selecting Employees

One of the major challenges for supervisors is determining who is a candidate for telework. As a starting point, you, the supervisor, should view all positions and employees as eligible for telework. As a supervisor, it is important that you make good decisions about which employees have potential as teleworkers. Sometimes it is difficult to discuss this with an employee. You may anticipate that an interested employee is not really a good candidate for a telework situation. You may be concerned that if you let one person telework, all of your employees will want to telework. You may worry about control of the workforce and workload. These are legitimate concerns. Remember that you decide whether a position and an employee are appropriate for telework. To assist

you in your decision, we suggest you use an employee screening tool such as the decision process described below. Employees who telework must be very well organized and have effective communication skills.

The Decision Process

The decision process is made easier by using a screening tool that both supervisor and employee complete and then use as a basis for discussion. The value of a screening tool for the employee is that it can help the employee understand why he or she may not be a suitable candidate in a particular job for telework. This also provides a common source of information that can be used to generate a positive discussion between employees and their supervisors. The factors listed below allow you to rate an employee on characteristics that lead to success in telework and then discuss the results with them. The ability for the employee to be flexible, be a self-starter, and enjoy the solitude of working at home should be discussed.

The decision to telework should be based on the ability of an employee to work in a setting that may be in his or her home or in a telework center, without immediate supervision. A supervisor and an employee, as a basis for discussing the option of telework and the appropriateness of this for a particular employee, may use the following factors. Both the employee and the supervisor should independently complete the assessment.

Please rate your employee, and allow the employee to rate himself or herself, using the following scale (5-Always, 4-Usually, 3-Sometimes, 2-Rarely, 1-Never)

- Employee works without regular monitoring/supervision.
- Employee demonstrates dependability and the ability to handle responsibility.
- Employee independently identifies required work products.
- Employee successfully plans work production schedule.
- Employee effectively prioritizes work and utilizes good time management skills.
- Employee communicates roadblocks to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success.
- Employee meets deadlines.
- Employee is computer literate.

If you determine that an employee can adjust to a telework situation, approval should be given. If you have concerns, they need to be clearly articulated. If they are significant enough that you cannot approve the employee's request to telework, develop a plan with goals the employee must meet in order to be considered for a telework arrangement at a later time.

As a supervisor, your decision process will be driven by our agency's policy and the stipulations it makes for employees considered appropriate for telework, as well as your own assessment. It is important to be consistent in making your decisions.

Potential Telework Positions

The following list of positions and occupational series is not intended to be an all-inclusive list, however, these positions do meet the intent of the telework concept. Tasks that are suitable for teleworking include analysis, evaluation, auditing, reports, typing, calculating, preparing budgets, writing, computer programming, preparing contracts, data entry, project management, design work, reading, drafting, record keeping, editing and research. These positions are involved in these activities at least 25% of the time. Where the position is assigned in the organization is an important part of the supervisory discretion determining whether or not it is appropriate for a telework arrangement. Consequently, if the position you were considering for a telework arrangement is not listed, that doesn't automatically disqualify it. The supervisor must consider each request individually to determine if a telework arrangement is acceptable in a particular situation. The work may be regular (the employee telecommutes on an established day) or situational (the employee telecommutes as needed). It is important to remember that telework/telecommute positions are not necessarily associated with automation and technology.

Army Positions	Occupational Series	Tech or AGR
Accounting Officer	GS-0510	Tech
Administrative Officer	GS-0341	Tech
Agency Program Coordinator (Travel Card)	GS-0303	Tech
AGR Manager	None	AGR
AMEDD Recruiter	None	AGR
Assistant Operations Officer	None	AGR
Auditor	GS-0501	Tech
Budget Analyst	GS-0560	Tech
Budget Assistant	GS-0561	Tech
Budget Technician	GS-0561	Tech
Chaplain	GS-0060	Tech
Chief Property Book Officer	None	AGR
Chief PSB	None	AGR
Chief SIB	None	AGR
Command Administrative Officer	GS-0340	Tech
Command Sergeant Major	None	AGR
Commander	None	AGR
Computer Assistant	GS-0335	Tech
Contract Specialist	GS-1102	Tech
Counter Drug Coordinator	None	AGR
Deputy Commander	None	AGR
Deputy Financial Manager	GS-0505	Tech
Deputy State Surgeon	GS-0671	Tech
Deputy USPFO	GS-0346	Tech
Director of Military Support	GS-0301	Tech
Director of Operations for Military Support (MSCA)	None	AGR
Education Services Specialist	GS-1740	Tech
EEO Officer	GS-0260	Tech
Environment Protection Specialist	GS-0028	Tech

Equipment Specialist	GS-1670	Tech
Executive Officer	None	AGR
Facility Management Specialist	GS-0802	Tech
Facility Manager	GS-1640	Tech
Financial Manager	GS-0505	Tech
Food Service Program Specialist	GS-0303	Tech
Force Development NCO	None	AGR
Force Integration Officer	None	AGR
Force Integration Readiness Analyst	GS-0301	Tech
Grants and Agreements Specialist	GS-1101	Tech
Health Systems Specialist	GS-0671	Tech
Historian	GS-0170	Tech
Human Resources Assistant	GS-0203	Tech
Human Resources Officer	GS-0201	Tech
Human Resources Officer	None	AGR
Human Resources Specialist	GS-0201	Tech
Industrial Hygienist	GS-0690	Tech
Industrial Hygienist Technician	GS-0640	Tech
Information Technology Specialist	GS-2210	Tech
Inspector General	GS-1801	Tech
Instructor	None	AGR
International Partnership Specialist	GS-0301	Tech
JAG	None	AGR
Legal Assistant	GS-0986	Tech
Logistics Management Officer	GS-0346	Tech
Maintenance Manager	GS-1601	Tech
Management Assistant	GS-0344	Tech
Military Personnel Officer	GS-0201	Tech
Military Support Officer	GS-0301	Tech
Mobilization Plans Officer	None	AGR
Mobilization Plans Specialist	GS-0301	Tech
Mobilization Readiness Officer	None	AGR
Mobilization Readiness Officer	GS-0301	Tech
Occupational Health Specialist	GS-0601	Tech
Officer Strength Manager	None	AGR
Operations and Training Officer	None	AGR
Operations Officer	None	AGR
Paralegal	None	AGR
Personnel NCO	None	AGR
Plans and Operations Specialist	GS-0301	Tech
Plans Operations and Training Officer	GS-0301	Tech
Program Analyst	GS-0343	Tech
Program Assistant	GS-0344	Tech
Public Affairs Specialist	GS-1035	Tech
Recruiting and Retention Manager	None	AGR
Recruiting and Retention NCO	None	AGR
Recruiting and Retention Specialist	None	AGR
Resource Manager	GS-0501	Tech
S-1 Officer	None	AGR

S-3 Officer	None	AGR
S-4 Officer	None	AGR
Safety and Occupational Health Manager	GS-0018	Tech
Safety Specialist	GS-0018	Tech
Security Specialist	GS-0080	Tech
Senior Enlisted Advisor	GS-0301	Tech
Senior Legal Non Commissioned Officer	None	AGR
Staff Accountant	GS-0510	Tech
State Construction and Facilities Manager	GS-0301	Tech
State Program Specialist	GS-0301	Tech
Supervisory Aircraft Pilot (SAO)	GS-2181	Tech
Supervisory Auditor	GS-0501	Tech
Supervisory Contract Specialist	GS-1102	Tech
Supervisory Environment Protection Specialist	GS-0028	Tech
Supervisory Financial Technician	GS-0503	Tech
Supervisory HR Specialist	GS-0201	Tech
Supervisory Human Resources Specialist	GS-0201	Tech
Supervisory Information Technology Specialist	GS-2210	Tech
Supervisory Logistic Management Specialist	GS-0346	Tech
Supply Management Specialist	GS-2003	Tech
Supply Systems Analyst	GS-2003	Tech
Support Services Specialist	None	AGR
Surface Maintenance Manager	GS-1601	Tech
Traffic Management Specialist	GS-2131	Tech
Training Administrator	GS-1712	Tech
Training Specialist	GS-1712	Tech
Training Technician	GS-1702	Tech

Air Positions	Occupational Series	Tech or AGR
Administrative Officer	GS-0341	AGR or Tech
Air Commander Pilot	GS-0301	AGR or Tech
Air Operations Officer Pilot Nav	GS-2101	AGR or Tech
Aircraft Maintenance Officer	GS-1601	AGR or Tech
Airplane Flight Instructor (Supervisor)	GS-2181	AGR or Tech
Budget Analyst	GS-0560	AGR or Tech
Contract Specialist	GS-1102	AGR or Tech
Deputy HRO	GS-0201	AGR or Tech
Disaster Preparedness Specialist	GS-0301	AGR or Tech
EEO Specialist	GS-0260	AGR or Tech
Environmental Scientist	GS-1301	AGR or Tech
Facility Manager	GS-1640	AGR or Tech
Financial Manager	GS-0505	AGR or Tech
Human Resources Specialist	GS-0201	AGR or Tech
Industrial Hygiene	GS-0690	AGR or Tech
Information Technology Specialist	GS-2210	AGR or Tech
Intelligence Operations Specialist	GS-0132	AGR or Tech
Logistician Chief of Maintenance	GS-0346	AGR or Tech
Logistics Management Officer	GS-0346	AGR or Tech
Logistics Management Specialist	GS-0346	AGR or Tech

Logistics Plans Craftsman	None	AGR
Management Analyst	GS-0343	AGR or Tech
Military Personnel Management Officer	GS-0341	AGR or Tech
Mission Support Officer	GS-0340	AGR or Tech
Quality Management Specialist	GS-0301	AGR or Tech
Readiness Craftsman	None	AGR
Recruiter	None	AGR
Recruiting Office Supervisory	None	AGR
Retention Office Manager	None	AGR
Safety and Occupational Health Manager	GS-0018	AGR or Tech
Supervisory Civil Engineer	GS-0810	AGR or Tech
Supervisory Contract Specialist	GS-1102	AGR or Tech
Supervisory Financial Technician	GS-0528	AGR or Tech
Supervisory Human Resource Specialist	GS-0201	AGR or Tech
Support Services Specialist	GS-0342	AGR or Tech
Training Technician	GS-1702	AGR or Tech
Vice Air Commander	GS-0340	AGR or Tech

Maryland National Guard

Telework Plan and Application Form

Please complete, sign, and return this form to your supervisor.

1. Mark your choice:

_____ I wish to work from home.

_____ I wish to work at an approved telework facility. Location _____

_____ I would like to work at the following site. Location _____

2. Determine if you are interested in teleworking on a regular or situational basis.

_____ Situational Telework - No regular schedule, occasionally, or as needed for special projects or continuity of operations programs plan.)

_____ Regular Telework - Typically at least one workday per pay period at an alternate worksite. Circle "week" or "pay period" depending on how frequently you are requesting to telework. Place a number "1" in the box corresponding with the day you would most like to work at an alternate site as your first choice. Place a number "2" in the box corresponding with the day you would like to work at an alternate site as your second choice.

Day	Per Week or Pay Period	Duty Hours (specify hours of work and lunch break)
Mon		
Tuesday		
Wednesday		
Thursday		
Friday		

3. On a separate sheet of paper please answer the following: Why you wish to telework. What tasks you plan to accomplish while teleworking. How you plan to accomplish work at an alternate site in an equal or more productive way. Be specific as to the type of work you will perform and how it will be evaluated for performance. Explain how you will communicate your status to your supervisor when teleworking.

It is understood that each plan may contain unique characteristics to ensure the agreement benefits the agency and employee in the scope of mission, effectiveness and productivity.

NAME _____ DATE _____

ORGANIZATION _____

MDNG Telework Implementation Checklist

(To be filled out by the Approving Supervisor)

Name of Employee _____

Name of Supervisor _____

Name of Designated Approving Authority (DAA) _____

Date	Initials		
_____	_____	Employee	Submit a Telework Plan and Application for approval
_____	_____	Employee	Complete a Self-certification Safety Checklist
_____	_____	Employee	Complete a Telework Agreement
_____	_____	Supervisor	Review MDNG Telework Policy and Guide
_____	_____	Supervisor	Review MDNG Telework Position and Employee Suitability
_____	_____	Supervisor	Attend telework training as required
_____	_____	Supervisor	Review and recommend positions for telework suitability
_____	_____	Supervisor	Review and recommend personnel for telework suitability
_____	_____	Supervisor	Ensure that employee completed Information Assurance Training
_____	_____	Supervisor	Recommend approval/disapproval of the telework arrangement
_____	_____	DAA	Review MDNG Telework Policy and Guide
_____	_____	DAA	Determine suitability of positions for telework
_____	_____	DAA	Determine suitability of employees for telework
_____	_____	DAA	Evaluation of Supervisors to determine eligibility
_____	_____	DAA	Review and approve Telework Package (forward to HRO)
_____	_____	HRO	Review and approve Telework Package

Directors, Managers, Supervisors and Employees must follow-up annually on Telework Progress to determine the success of each Telework arrangement! Be prepared to measure the success of the telework arrangement. Please forward copies of this checklist to the HRO, Attn: Agency Telework Coordinator.

**Maryland National Guard
Self-Certification Safety Checklist
For Home-Based Teleworkers**

NAME _____

ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

WORK TELEPHONE _____

DESIGNATED APPROVING AUTHORITY _____

The following checklist is designed to assess the overall safety of your alternate work site. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

The address of the alternate work site is:

A. WORKPLACE ENVIRONMENT

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?

Yes ___ No ___

2. Are all stairs with 4 or more steps equipped with handrails?

Yes ___ No ___

3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?

Yes ___ No ___

4. Do circuit breakers clearly indicate if they are in the open or closed position?

Yes ___ No ___

5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?

Yes ___ No ___

6. Will the building's electrical system permit the grounding of electrical equipment?
Yes ____ No ____

7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
Yes ____ No ____

8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
Yes ____ No ____

9. Are the casters (wheels) secure on your chair, and are the rungs and legs sturdy?
Yes ____ No ____

10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?
Yes ____ No ____

11. Is the office space neat, clean, and free of excessive amounts of combustibles?
Yes ____ No ____

12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?
Yes ____ No ____

13. Are carpets well secured to the floor and free of worn or frayed seams?
Yes ____ No ____

14. Is there enough light for reading?
Yes ____ No ____

B. COMPUTER WORKSTATION (IF APPLICABLE)

1. Is your chair adjustable?
Yes ____ No ____

2. Do you know how to adjust your chair?
Yes ____ No ____

3. Is your back adequately supported by a backrest?
Yes ____ No ____

4. Are your feet on the floor or fully supported by a footrest?
Yes ____ No ____

5. Are you satisfied with the placement of your computer monitor, mouse and keyboard?
Yes ____ No ____

6. Is it easy to read the text on your screen?

Yes ____ No ____

7. Do you need a document holder?

Yes ____ No ____

8. Do you have enough legroom at your desk?

Yes ____ No ____

9. Is the computer monitor screen free from noticeable glare?

Yes ____ No ____

10. Is the top of the computer monitor screen eye level?

Yes ____ No ____

11. Is there space to rest the arms while not keying?

Yes ____ No ____

12. When keying, are your forearms close to parallel with the floor?

Yes ____ No ____

13. Are your wrists fairly straight when keying?

Yes ____ No ____

Employee's Signature and Date

Immediate Supervisor's Signature and Date

Approved ____

Disapproved ____

Agreement Between Maryland National Guard and Employee Approved for Telework

The following constitutes an agreement between

_____ and
(Supervisor/Approving Authority)

_____.
(Employee)

Both parties agree to the terms and conditions of this agreement as well as the Maryland National Guard's established Telework Program. The supervisor and the employee should each keep a copy of this agreement for reference.

Official Duty Station/Alternative Workplace

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, BAH and travel is _____.

The employee voluntarily agrees to work at the following agency approved alternative workplace _____, and to follow all applicable policies and procedures. Employee recognizes that the telework arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.

Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements. A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Home Worksite/Area

The employee agrees to provide a specific and limited safe work area in their home adequate for performance of official duties.

The employee is responsible for ensuring that working from home will not violate any lease agreements, homeowner's association rules, or zoning ordinances.

Government vehicles may not be used to transport the teleworker to or from the home worksite.

Worksite Inspection

The employee agrees to permit the Agency to inspect the approved alternative workplace, with advanced notice, during the employee's normal working hours to ensure proper maintenance of

Government-owned property and conformance with safety standards. Employee will complete a MDNG Self-certification Safety Checklist. The checklist will become an attachment to this agreement.

Alternative Workplace Costs

The employee understands that the Government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, internet connectivity, utilities, home or cell phone charges. The employee understands he or she does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and regulations.

For work at home arrangements, the employee is required to designate one area in the home as the official work station. The government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved Telework Agreement will be required to sign a Self-certification Safety Checklist that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

Salary, Benefits and Leave

The Agency agrees that a telework arrangement is not a basis for changing the employee's salary or benefits. Existing rules on pay and leave administration apply to telework employees. The employee agrees to follow established office procedures for requesting and obtaining approval of leave.

Official Duties

Unless otherwise instructed, the employee agrees to perform official duties only at the official duty station or agency-approved alternative workplace. The employee agrees not to conduct personal business while in official duty status at the alternative workplace, for example, caring for dependents or making home repairs. It is expected that employees will take breaks, lunch, and address personal issues at the alternate worksite in a manner consistent with behavior that is accepted in the traditional work setting.

Any data, document or work product developed in the employee's alternative work site is the sole property of the U.S. Government.

Position Descriptions and Performance Management

Telework does not require major changes in position descriptions but could affect factors such as supervisory controls and work environment. Performance standards will be adjusted as necessary to be result-oriented and describe the quantity and quality of expected work products and the method of evaluation. These measures will be the same as it is for employees working at the official duty station. The employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and standards in the employee performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The supervisor/approval authority may check progress via

telephone calls, electronic mail or other available means. The employee understands that a decline in performance may be grounds for canceling this telework agreement.

Time and Attendance Issues

The Agency agrees to make sure the telework employee's timekeeper has a copy of the employee's work schedule. The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. The supervisor agrees to certify biweekly the time and attendance for hours worked at the official duty station and the approved alternative workplace. Timekeepers will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a code into the automated time and attendance system. Codes are dependant on the type of telework performed and are as follows: "TW" for regular telework, "TS" for situational telework, and "TM" for telework performed while recuperating from an injury, illness or medical procedure. For instance, if an employee has a regular daily tour of duty of 10 hours and spends 10 hours in a regular telework status, 10 hours is recorded using the "TW" code. The appropriate telework code is entered on the Army Guard employee's Time and Attendance excel spreadsheet. Air Guard employees will have their "type hour" code entered as appropriate (RG for GS, RF for WG/WS) on the employee Time Sheet, and the appropriate telework code entered under the E/H OTH block. Hours spent in a telework status that are outside of the regular daily tour must also be accounted for and reported.

Supervisors can verify an employee's time spent working at an alternative worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite. The technique for determining reasonableness of work output for the time spent is consistent with managing by results.

Employees in a telework status must adhere to their approved work schedules. The agency and employee agree the employee's official work schedule when in a telework status will be 0630 to 1700 hrs unless a pre-approved alternate work schedule is in place. Employee agrees to work compensatory time only when ordered and approved in advance by the supervisor and understands that compensatory time worked without such approval is not compensated and may result in termination of the telework privilege and/or other appropriate action.

Injuries occurring in the home outside of the teleworker's assigned workspace or hours of work will not be covered by workers' compensation.

Administrative Leave, Dismissals and Emergency Closing

Employees not designated as "emergency employees" (including telecommuting employees at an alternative work site) are excused from duty without loss of pay or charge to leave in accordance with Maryland Military Department Regulation 5-8.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may offer the teleworker the option to take leave or use compensatory time off, if applicable, or require the employee to report for work at the traditional worksite. If the employee knows in advance of a situation that would preclude

working at the alternative worksite, then alternative work schedules, leave, or time in the employee's traditional worksite must be scheduled. If a similar occurrence causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking in the commuting area would likely not be affected and would not need to be excused from duty.

Physical Fitness

The Agency's existing policy on Physical Fitness applies if approved by the supervisor.

Equipment/Supplies

The employee agrees to use their personal telecommunications equipment and to install, service, and maintain any personal equipment used. In the event that Government-furnished equipment is issued to the employee over the duration of this agreement, the employee agrees to protect said Government-furnished equipment and to use the equipment only for official purposes. The agency agrees to install, service, and maintain any Government-furnished equipment issued to the telework employee. Government-furnished equipment is **FOR OFFICIAL USE ONLY**. The employee agrees to protect any Government-furnished equipment, to prevent the use by others, and to use the equipment only for official purposes. If telework is no longer required or appropriate, the employee must immediately return Government-owned hardware, software, and data, and cancel all telecommunication services that the Government provided.

The preferred method to conduct telephonic business while teleworking will be through Agency remote access systems. Charges for long distance telephone calls will only be reimbursed in the rare instance that remote access is unavailable. Under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges. Teleworkers may be provided with agency-appropriated calling cards if duties require making long distance calls on a regular basis.

Security

If the Agency provides Government-furnished computer equipment for the alternative workplace, the employee agrees to the following security provisions:

The employee must comply with DoD and applicable Air/Army security procedures and ensure that security measures are in place to protect the equipment from damage, theft, or access by unauthorized individuals. The employee is responsible for providing security against loss due to malicious logic, physical or virus loss, theft, or damage. All teleworkers using automation from home will complete Information Assurance training with their respective services before engaging in telework. Annual refresher training will be required during the term of the telework agreement. Failure to annually certify will result in the immediate termination of the telework agreement. Anti-virus and firewall software is available for both Government and privately owned computers and must be used when teleworking. Requests for anti-virus and firewall software may be addressed with your respective service.

As a member of the Maryland National Guard, the employee understands that the nature of our business requires that we deal with information routinely that can be deemed as sensitive to national security, Privacy Act and classified material. Access to sensitive documents, data, records, etc. must be consistent with Air/Army applicable directives and instructions. Private equipment may not be used to access or view classified information.

Liability

The employee understands that the Government will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act. Face-to-face contact with customers or other employees as a part of the teleworker's assigned duties must be conducted at traditional worksites and not inside the teleworker's home.

Injury Compensation

The employee understands he or she is covered under the Federal Employee's Compensation Act, or military line of duty injury procedures, if injured in the course of actually performing official duties at the official duty station or the approved alternative workplace. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace and to complete any required forms. The supervisor agrees to investigate such a report immediately and if deemed necessary, arrange an on-site investigation.

The Agency will not be liable for accidents that occur outside of the specific work area in the home.

Disclosure

The employee agrees to protect Government/agency records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

Standards of Conduct

The employee agrees he or she is bound by agency standards of conduct while working at the alternative worksite and/or using Government owned equipment.

Mileage Savings

This telework arrangement would result in an estimated mileage savings of _____ miles per pay period.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. The employee understands that the agency may cancel the telework agreement and instruct the employee to resume working at the official duty station. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Other Action

Nothing in this agreement precludes the agency from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this agreement.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Approving Signature _____ Date _____

Telework Follow-up/Progress Reporting Checklist (Director)

Directors, Managers, Supervisors and Employees must follow-up annually to determine the success of each telework arrangement! Please forward copies of these surveys to the HRO, Attn: Agency Telework Coordinator.

Name of Employee _____

Has Telework:

YES NO

_____ _____ Increased the accomplishment of your mission at your facility?

_____ _____ Improved the recruitment and retention of high-quality employees through enhancement to employees' quality of life?

_____ _____ Increased employee satisfaction, morale, and productivity?

_____ _____ Reduced absenteeism?

_____ _____ Enhanced the efforts to accommodate people with disabilities, including employees who have had temporary or continuing health problems, or who might otherwise have had to retire on disability?

_____ _____ Reduced traffic congestion and decreased energy consumption and pollution emissions?

_____ _____ Reduced the need for office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy?

What have been other positive experiences with this telework arrangement? _____

What have been any negative experiences with this telework arrangement? _____

How are you measuring the success of this telework arrangement? _____

Do you recommend that this telework arrangement continue? _____

Telework Follow-up/Progress Reporting Checklist (Supervisor)

Directors, Managers, Supervisors and Employees must follow-up annually to determine the success of each telework arrangement! Please forward copies of these surveys to the HRO, Attn: Agency Telework Coordinator.

Name of Employee _____

Has Telework:

YES NO

_____ _____ Increased the accomplishment of your mission at your facility?

_____ _____ Improved the recruitment and retention of high-quality employees through enhancement to employees' quality of life?

_____ _____ Increased employee satisfaction, morale, and productivity?

_____ _____ Reduced absenteeism?

_____ _____ Enhanced the efforts to accommodate people with disabilities, including employees who have had temporary or continuing health problems, or who might otherwise have had to retire on disability?

_____ _____ Reduced traffic congestion and decreased energy consumption and pollution emissions?

_____ _____ Reduced the need for office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy?

What have been other positive experiences with this telework arrangement? _____

What have been any negative experiences with this telework arrangement? _____

How are you measuring the success of this telework arrangement? _____

Do you recommend that this telework arrangement continue? _____

Telework Follow-up/Progress Reporting Checklist (Employee)

Directors, Managers, Supervisors and Employees must follow-up annually to determine the success of each telework arrangement! Please forward copies of these surveys to the HRO, Attn: Agency Telework Coordinator.

Name of Employee _____

Has Telework:

YES NO

_____ _____ Increased the accomplishment of your mission at your facility?

_____ _____ Improved the recruitment and retention of high-quality employees through enhancement to employees' quality of life?

_____ _____ Increased employee satisfaction, morale, and productivity?

_____ _____ Reduced absenteeism?

_____ _____ Enhanced the efforts to accommodate people with disabilities, including employees who have had temporary or continuing health problems, or who might otherwise have had to retire on disability?

_____ _____ Reduced traffic congestion and decreased energy consumption and pollution emissions?

_____ _____ Reduced the need for office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy?

What have been other positive experiences with this telework arrangement? _____

What have been any negative experiences with this telework arrangement? _____

How are you measuring the success of this telework arrangement? _____

Do you recommend that this telework arrangement continue? _____